

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post KAMPALA	2. Agency CDC	3a. Position Number 101726
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) 101726 , (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain _____)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Administrative Assistant; 105	FSN-07	AFRCC: MHB	3/1/2021
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Executive Assistant (CDC)	7. Name of Employee Vacant
8. Office / Section Office of the Director	a. First Subdivision:
b. Second Subdivision	c. Third Subdivision:

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

The incumbent serves as the Executive Assistant for the Centers for Disease Control and Prevention (CDC) Uganda Country Director and provides a wide range of complex administrative support related to management, administrative, and program coordination. The work portfolio includes responsibilities in wide areas of administrative management, incorporating logistics related to all meetings and events scheduled on the calendar of the Director. Incumbent assists and acts in a confidential capacity to the Country Director regarding organizational

matters and must maintain strict confidentiality in performing duties. The incumbent also liaises regularly with the Embassy executive office, senior officials from the Government of Uganda, other executive offices of other U.S. Government (USG) agencies present at post, staff across other programs/offices/branches within CDC Uganda and implementing partners. Incumbent is directly supervised by the Country Director.

14. Major Duties and Responsibilities

% of time

Office Administration (55%)

Maintains the Country Director's calendar, establishing and rearranging priorities based on personal knowledge of program and ongoing schedules. Receives and screens phone calls, letters and visitors for the Country Director's office. The incumbent takes, transcribes and files meeting notes for the Country Director and maintains and updates electronic and hard copy correspondence and administrative files for the Country Director's office. Retrieves files as required for senior staff to assist in responding to official inquiries and independently researches files to provide relevant background documents and records related to current issues under discussion, consideration or requiring response from senior staff. Tracks official correspondence and ensures that responsible staff members are advised of deadlines for any required responses. Oversees and ensures proper functioning of administrative support activities, including program support, travel, and general supplies for the Country Director.

Independently develops, updates, maintains internal standard operating procedures (SOPs) involving the Country Director; if necessary, collaborates and coordinates with different programs/offices/branches within CDC responsible for developing, updating, and maintaining SOPs to leverage existing resources or processes and minimize duplication of effort. The incumbent implements administrative policies for official protocols involving the Country Director with external and high-level Government officials and other partners to ensure smooth operations and compliance with agency-specific or post regulations. The incumbent determines supply requirements and levels, and coordinates with other programs/offices/branches within CDC to ensure the replenishment of supplies for the Country Director.

The incumbent develops, implements, and maintains a process for following-up on all tasks assigned to the different programs/offices/branches within CDC by the Country Director for completion. Works closely with the Country Director in disseminating guidance, priority needs, and requests for information (data call) to all staff within the organization. Serves as a liaison between the Country Director, Embassy executive office, and executive offices of other USG agencies at post as well as staff at CDC headquarters in Atlanta. In addition, the incumbent interacts with high-level Government officials (both US and Uganda) regularly on behalf of the Country Director and needs to be discreet; and must demonstrate diplomacy skills, customer service skills, and tactfulness.

Coordinates with the post Travel Agent to execute all travel requests for the Country Director. Reviews itineraries in accordance with travel regulations and supports the Director to adhere to travel policies. For example, s/he may advise the Director on the appropriateness of car hire during travel and laundry costs. Provides follow-up on all travel related matters, ticketing, reconfirming reservations for the Country Director. Upon receiving travel requests, makes/arranges transportation, hotel reservation for Country Director and visitors. Provides support to Country Director in preparing travel authorizations and vouchers, works closely with appropriate representatives of numerous hotels within and external to Uganda in order to ensure that the lodging cost is within the established Embassy per diem rates for Uganda. Prepares and replies to all courtesy letters. Prepares correspondence pertaining to travel and maintains all travel records; and liaises with timekeepers at CDC Headquarters in Atlanta to forward all approved leave forms and official travel documents.

Takes the lead in scheduling, coordinating, and tracking in-brief and out-briefs between the Country Director and new and departing permanent staff, as well as staff on temporary duty assignments (TDYs).

Serves as a backstop for the CDC Uganda Senior Program Assistant, at the direction of the Country Director.



Office Correspondence and Communication (15%)

Develops, manages and routes office correspondence and schedules for the Country Director. Uses knowledge and available resources to independently draft responses to external inquiries and routine correspondence for the Country Director, and to external inquiries for staff. This may include the development and maintenance of a relationship with media, the Public Affairs office at the Embassy and the CDC Atlanta Communications office.

Prepares and routes memos, faxes, emails, cables, and program documents as directed by the Country Director. Prepares official correspondence, answers questions based on basic knowledge of office functions or information extracted from files. Locates, retrieves, selects, rearranges, and consolidates data from files or source documents to prepare recurring reports as requested by the Country Director. This includes engaging and coordinating with different programs/offices/branches within CDC Uganda and CDC headquarters in Atlanta.

Serves as a backstop for the CDC Uganda Communications Specialist, at the direction of the Country Director. Some of the duties the incumbent would perform in this capacity are drafting decision memos and talking points.

Planning and Coordination (15%)

The incumbent leads the planning, preparation and coordination of meetings, conferences, and events sponsored by the Country Director. Schedules meetings and appointments and maintains minutes of official meetings and other events attended, convened, or sponsored by the Country Director. Provides support for conferences and meetings, including coordination with other CDC Uganda and U.S. Embassy staff and external staff in preparing invitation lists and protocol arrangements, communicating specific conference requirements, identifying and reviewing suitability of proposed meeting venues and coordinating meeting agendas and arrangements. Assists the Country Director in coordinating and scheduling the internal agenda for high-level visitors to CDC Uganda. Schedules appointments, coordinates meetings, and/or schedule conferences as well as arranges for meeting space, and speakers at the direction of the Country Director. Provides coordination, facilitation, and technical materials preparation. Serves as a liaison between the organization and others within and outside of on matters pertaining to the Country Director schedule/events.

Office Documentation (15%)

Serves as records custodian for the Office of the Country Director, ensuring that confidential and sensitive information is treated as such. Establishes and maintains general office and mission related files for the Country Director. Maintains an electronic and paper-based centralized filing system of all reports, manuals, records, etc. for the Country Director using CDC supported IT systems and applications and in accordance with CDC policies and procedures. Sorts and files documents as needed.

Takes the lead on records management activities relevant to the Country Director. Tracks Country Director's completion of required records management trainings and adherence with relevant records management policies and requirements. Responsible for reviewing records management and retention plan annually and ensuring that the Country Director maintains compliance with implementing procedures to prevent erroneous destruction of records, unauthorized removal of records, and disposal of records. Develops and maintains an electronic library of programmatic, administrative and other informational material as directed by the Country Director.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Qualifications Required for Effective Performance

a. Education

Bachelor's Degree or host country equivalent in public health administration, business administration, or public relations from a recognized university is required.

b. Prior work Experience

Minimum of five years of progressive work experience providing support to senior-level public health staff; with three of the five years' experience within US Government, international, or public organizations is required.

c. Post Entry Training

Specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate, to enable the incumbent to perform his/her duties in accordance with CDC and US Government policies, rules and regulations. Examples of such trainings are administrative trainings, office management, computer trainings as well as ethics training. Ongoing continuing education and professional seminars to expand knowledge, skills and abilities in executive level office support and administration. CDC Annual Ethics Training (1-hour online training to an adapted 8-hour Project Management training offered by Franklin Covey); Micro-learning trainings offered by CDC on how to use the Microsoft Suite applications (Excel, Outlook, Teams, etc.).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (Fluent) speaking/reading/writing of English is required.

e. Job knowledge

The incumbent must have a thorough knowledge of all aspects of executive level administrative and office support processes is required. In addition, the incumbent must have an understanding of CDC and US Government administrative policies and procedures, protocol issues and the structure and functions of CDC Uganda. The incumbent must also have in-depth knowledge of the Government of Uganda operating environment, as well as Ugandan civil society and business environment to effectively perform the duties and responsibilities of the position..

f. Skills and abilities

The incumbent must be comfortable working in a highly visible role and communicating with and coordinating the efforts of senior-level USG staff. A high proficiency in both written and oral professional communication is required. The ability to multi-task in a very fast-paced work environment is required. The incumbent is required to possess exceptional problem-solving skills, as well as the ability to work independently to develop realistic solutions. The incumbent must be self-motivated and possess the ability to facilitate planning processes. Excellent inter-personal skills are required in order to coordinate with USG and implementing/cooperating partners, and to coordinate and negotiate effectively with host Government. Advanced computer literacy and familiarity with Microsoft Suite is required (including Word, Excel, and PowerPoint). The incumbent must be proficient at managing virtual platforms and collaborative workspaces (e.g. Zoom, Microsoft Teams, SharePoint). The incumbent must be able to type 40 wpm.



16. Position elements

a. Supervision Received

The incumbent is directly supervised by the CDC Uganda Country Director.

b. Supervision Exercised

No formal supervision but may need to provide guidance to staff.

c. Available Guidelines

Written CDC and US Embassy administrative policies and procedures, protocol guidelines, Division of Global HIV/AIDS & TB (DGHT), Division of Global Health Protection (DGHP) and President's Malaria Initiative (PMI) guidelines, and the Country Operational Plan (COP). Federal Acquisition Regulations, agency specific management and operation regulations including travel, Information Technology.

d. Exercise of Judgement

The incumbent must use good judgment in making best use of available knowledge in advising the supervisor on her/his daily schedule and calendar priorities. Additionally, the incumbent must use his/her judgement guide and coordinate resources, equipment, and personnel around tasks and activities managed out of the Office of the Country Director. The job holder must interface diplomatically with internal and external contacts, and counterparts, officers and employees of collaborating institutions. This position requires the incumbent to use exceptional judgment in interpreting communications and applying written policies and procedures and guidelines in carrying out the duties and responsibilities with a minimum of oversight. Outside of managing the Country Director's schedule, which will be done in collaboration with the supervisor, he/she will independently resolve the majority of routine problems encountered. The incumbent will be expected to refer problems to the supervisor when they impact the priorities of the Country Director, involve high-level external stakeholders, or significantly impact the work of CDC or the Mission. Exceptional judgment is also required in handling correspondence and protocol issues with high-level visitors and contacts. Also required to constantly look for opportunities to provide such services in a more efficient and cost-effective manner. This includes ability to execute management change at the administrative level.

e. Authority to Make Commitments

The incumbent has no signatory authority to commit USG funds.

f. Nature, Level and Purpose of Contacts

Mission, inter-agency PEPFAR and GHSA, and agency contacts at all levels for purposes of ensuring administrative services meet CDC objectives. Interaction with CDC Country Director regarding resources needed for meeting strategic objectives. Required to establish and maintain effective working relationships with high and senior level host Government representatives, high-level contacts in international organizations, collaborating partner organizations, US Embassy staff and external business clients, so as to build rapport which would make it easier to organize meetings with these entities when the need arises.

g. Time expected to Reach Full Performance Level

Six Months.

DS-298
04-2015